

CVF AGM - [Meeting Recording](#)

Thursday, 23rd March 2023

4.30pm - 5.30pm

22 In Attendance

4.30pm - 4.35pm (5 mins) - Open formalities, welcome and context setting for the AGM.

Sarah Shead, CVF Co-Coordinator, explains the context of the AGM and how the meeting will proceed.

“The AGM forms part of CVF’s reporting process. It is 1 of 4 quarterly meetings per annum with the co-chairs and is the only meeting where Members are invited to observe formal proceedings and oversee the group's running.

The AGM is an opportunity for the Coordinators to report to the co-chairs and membership about the group’s activity and finances over the past 12 months and sets out any activities or finances for the year ahead.

The meeting is the final opportunity for members to vote for the self-nominated co-chairs (only applicable when term time comes to an end) It is also the place to agree to any changes to the group’s constitution.

Should recruitment of co-chairs or amendments to the constitution need to be made outside of the AGM? A Special General Meeting will need to be called so all Members have the opportunity to attend and vote.”

Alex Croft, Co-Chair, - “Looking at the model as it is currently, there is a need to shift for CVF to build and develop into 2026 - with a management structure, we’ll look at how this will change in the future”

Laura Brooks, CVF Co-Coordinator, is taking notes. Sarah states that the meeting is being recorded.

4.35pm (0 mins) - Minutes of previous AGM (*Not applicable this year due to it being the first AGM*)

4.35pm - 4.45pm (10 mins) - Coordinators’ Activity Report (2022-2023) - delivered by Sarah Shead.

Sarah shares her screen -

1. Sustain the delivery of regular cultural voice forum activity, organising and delivering a minimum of six full Forum meetings with the CVF Co-Chairs. These meetings should be a mix of in-person and online events.

- We have coordinated 5 meetings so far, our 6th meeting will take place on Friday 19th May 2023.
- We've covered a range of topics:
 - The future of CVF
 - West Yorkshire Mayor's - Culture Heritage & Sport Framework
 - City of Culture Coventry
 - BD25
 - Outdoor Arts
 - Young people
- We've coordinated a range of speakers:
 - Song-geet Choir, Independent artists
 - Shanaz Gulzar, BD25
 - Bradford Council Culture Team
 - Imran Hussain, Local MP
 - Shannon Johnson, The Peace Museu
 - Martin Sutherland, Chief Executive Coventry City of Culture Trust
 - Yuvel Soria, artists
 - Highly Sprung
 - Jim Hinks, WYCA
 - Roze Navab, Independent producer
 - Laura Nyahuye, an Independent artist
 - AllStarz
 - Healthy Minds Appreciates
 - Helen Linsell and a young person, Dance United Yorkshire
 - Richard Cracknell, Child-friendly Bradford
 - Kamran Hussain, HAF
 - Angus MacKechnie, OutdoorArtsUK
- The 5 meetings were held at various cultural locations:
 - The Thornbury Centre
 - Impressions Gallery
 - Kala Sangam
 - Bradford University
 - 1 online

The 6th meeting will be in the Saltaire/ShIPLEY area (TBC)
- We have staggered the days and times of the meeting for accessibility:
 - Thursday 10.30-12.30
 - Monday 4.00-6.00
 - Tuesday 5.00-7.00
 - Wednesday 12.00-2.00
 - Thursday 10.00-12.00

The meeting in May will take place on 19th May - Friday Afternoon

In addition to the meetings we've also:

- Held 2 application writing sessions (online) in the lead-up to Bradford Council Project Fund deadline
- Delivered 5 introductions to CVF workshops to engage students in Bradford
- Hosted one invite-only Visual Arts meeting for organisations and a couple of representative artists to start talking about the form's strategic developments, and we are in the process of organising our second meeting ahead of a Visual Arts Social event on 2nd May, coordinated by Cat Scott and supported by BPH
- Delivered the Festive Social for 120+ people (featuring speeches, live music and performance - employing 10 freelance artists/producers as part of the event)
- Co-organised and coordinated 25 people attending the OAUK Conference, and requested 5 marketplace holders to be from Bradford, as well as brokered paid-for places via The Leap
- Revamped the newsletter and website
- Gone through a phase of org development - governance, banking, legal status, bank account
- Co-producing and hosting a Heritage Showcase in partnership with The Leap, taking place on 28th March

Sarah Comments -

"This year has been a bit of a pilot where we unlocked different streams and that allowed CVF to open up our offer.

There is a gap in the visual sector and there is now a visual art social coming off the back of the invitation-only visual arts meeting we hosted last year."

2. Sustain regular communications with the forum membership and manage the forum website

- We've rebuilt the membership back up and now have 380 members
- We've produced 5 out of 6 e-newsletters and updated the website & e-newsletter design
- We've attempted to streamline the information based on feedback from the membership, whilst also recognising that a new What's On website is due.
- When applicable, we've sent out mini e-newsletters with reminders/opportunities

Sarah's Comments -

"We revamped the website based on feedback through the membership

We've been stepping up to the mark, creating a more robust offer.

We had to re-establish the network as GDPR would not allow us to migrate the network when Spin Arts became the Coordinator.

We've streamlined the information for the newsletter and are conscious the

What'sOn website is due, we are looking at how we position ourselves to run alongside it"

3. Consult with the membership and stakeholders on future growth, role and remit of the forum.

- Held 1:1 sessions with 30+ members (July-Nov)
- Hosted 3 round table discussions about the strategy (Aug & Sept)
- We've written a 3-year business plan and strategy up until the end of Q1 2026.
- This will be presented to the network at the May meeting

4. Develop and achieve agreement on a sustainable plan for the future to include:

- Legal status - progressed to be an Unincorporated Group, to transition to a Company Limited by Guarantee or Charitable Incorporated Organisation in 2024, and implemented the necessary structures for that.
- Accounting - CVF now has financial independence. Stakeholder funding will go directly into the group's bank account which is overseen by the Chairs and managed by the Coordinators. This means any underspends remain with the membership
- Governance - We have overseen the recruitment of 2 Co-Chairs (freelance rep and org rep), and have facilitated a voting process for members. We've also developed a Constitution and established better management structures (Quarterly management meetings with the Co-Chairs and an AGM to give members voting Rights)
- Purpose, Mission and vision - We have written a new Purpose, Mission and Vision statement for the group, informed via consultation. This will be published for feedback in April 2023 ahead of the meeting in May.
- Resource analysis - We identified where our resources are likely to come from up until Q1 2026. We've received additional partnership funding from BD25, BPH & The Leap, increasing our income from £20,000 to £31,675.44 for 2022-2023 and £35,918.76 for 2023-2024.
- Business Plan - We have written a 3-year plan and budget. This will be shared in draft form in April 2023, with an opportunity to give feedback at the next meeting.

Sarah's Comment -

"Purpose, Mission, Vision will be available in April.

Our 3-year business development is now in place.

The Membership isn't ready for a paid membership model yet and has kept the membership open through partnerships with other organisations.

There is the possibility of Place Marketing Investment to support the programme - BUT IT IS IN ITS EARLY STAGES.

Spins Arts will be reviewing their coordination of CVF with the Co-Chairs in May.

It would be the Co-Chair's responsibility to recruit the coordinators”

5. Devise a fundraising plan to ensure the sustainability of the Forum and secure funds for 2023/24 (at least). This may include establishing a membership model.

- We have a fully costed budget for 2023-2026 and have had an initial key stakeholder meeting with Area Director at Arts Council England. We have identified two avenues:
- Place Partnership Funding with Bradford Council, Bradford Producing Hub and The Leap
- Alternatively, if unsuccessful, we can make a smaller application for up to £100,000 via NLPG to cover organisational development and activity until the end of 2025.

6. Support recruitment of future staff or procurements of contractors as necessary.

- At present this has been focused on the Co-Chairs
- Spin Arts remains in post until May 2023. We have the option to serve the full term (up to 4 years). This will be reviewed in May with the former and new Co-Chairs
- Now we have greater independence, we have identified several policies and contracting templates that need to be developed. These will form part of our organisational development over 2023-2024.

7. Oversee the election and induction of new co-chairs (and other governance structures as necessary).

- We received 6 applications (4 from organisations and 2 from freelancers)
Ned Lunn
Vicky Clifton
Katie Mahon
Shabina Aslam
Shazia Bibi
Richard Dunbar
- Votes close at the end of this AGM - votes can be made via the website
- There will be a handover period between April and May 2023
- As part of our organisational development in 2024-2026, we will grow a sub-committee of advisers as we transition into a new legal status

8. Represent and advocate on behalf of the CVF in the district, regionally and nationally and proactively seek out opportunities, regionally and nationally, to promote Bradford's cultural sector.

- We remain on the Cultural Place Partnership Board and Northern Culture Network
- Have recently joined The Place Marketing and Investment Board

9. Administrate and account for project expenditures to Kala Sangam.

- Full budgets are made transparent at Quarterly meetings with Co-Chairs and at the AGM with members. Finances to be discussed in more detail in the upcoming finance section

Sarah's Comments -

"The coordinators have been managing the voting to ensure that voters are members of CVF.

All budgets will be transparent in the future and can be reviewed by Co-Chairs and they will have access to the accounts."

4.45pm - 4.55pm (10 mins) - Open responses to the Activity Report. Motion to sign off.

Vicky Clifton, CVF Member, asked for the information present to be shared ahead of the next general meeting

Alex Croft suggested CVF hold a meeting in Ilkley in the future.

Richard Dubar, CVF Member, thanked CVF Co-Coordiators for looking beyond 2025 and building a legacy to take us through the 2021-2031 Culture Is Our Plan Strategy.

- **Motion to sign off - agreed by all.**

4.55pm - 5.05pm (10 mins) - Presentation on Finances (2022-2023) - delivered by Sarah Shead.

Sarah shared the budget via an excel screen share [Copy of CVF AGM Budget.xlsx](#)

2022-2023

Sarah's Comments -

"Current Finances are for 10 months as that is Spin Arts' current contract.

Partnership funding added additional days to our capacity.

We were able to hire outside freelancers to organise and work on the events we've been commissioned to produce.

Rough budgets on an artist chart as this activity head hasn't been employed yet but it will be soon and Dr Susan Jones has been and will continue to support that development.

Knowledge Exchange Cafes - CVF will be hosting and coordinating those sessions in partnership with BPH.

The same applies to the budget from The Leap - coordinating and hosting

2023-2024

Sarah's Comments -

"£11,644.20 is to be carried over to the end year - that contract currently sits with Kala Sangam but for 2024 those funds will sit in CVF's account.

The coordinator's pay will increase in the next year.

This is below our average working day - ideally, the fee should be £175 per day and 4 roles added to support the development of CVF going forward.

Underspend at the moment and more money will be rolling over the next financial year.

Fundraising is very challenging in our current capacity.

Spin arts only contracted until May and there needs to be conversation about how that shifts in the future."

5.05pm - 5.15pm (10 mins) - Open responses to Finances. Motion to sign off.

Richard Dunbar asked, "What is the Artists Charter?" -

Response - Artist Charter is to support the independent community in Bradford to hold people to account and build a sustainable ecology - these are the things you need to know coming into Bradford and how we work - Similar to a code of conduct or guidelines that we ask organisations and freelancers to sign up too when working in the district."

Question From ?? "Why is there one Co-Chair listed on the budget?"

Response - Organisational Chair is a voluntary role and we pay our freelance co-chair.

Going forward the subcommittee will be voluntary but a chair role would cover more of the work that Spin Arts has been covering.

Kirran Shah, Co-Chair, Response - “keep the funding for freelance co-chair so important to this sector, to have representation to empower and enable.”

Kirran Shah, Co-Chair, asked- “Can the council support with more funding is there any way the council could increase?”

Response - “Our relationship with the council could be improved. We have asked if they can increase the funding but the output doesn't justify the increase and that's why we have been increasing the activities in other areas to increase and articulate a better offer to support this. Council has tasked us from generating money from elsewhere, through our current stream of support if something of greater priority comes along that may take priority.

Richard Dunbar noted - “CVF is vital in collectively shouting about the values”

- **Motion to sign off - agreed by all.**

5.15pm - 5.20pm (5 mins) - Constitution Amendments (*None are expected as Members were invited to feedback before the meeting, at the end of 2022*)

Sarah's Comments -

“Constitution has gone to members and we've feedback from members over the last two months”

Membership was restricted to 18+ but is now 16 to engage and empower memberships from younger people.

The constitution was last updated in January.”

Feedback

Vicky Clifton - “ The AGM is an opportunity to sign off a constitution from today and have it updated on the website”

Response - The constitution will be updated and uploaded to the [CVF website](#). Members can help create a more democratic offer to our members.

- **Constitution formally signed off**

5.20pm - 5.30pm (10 mins) - AOB + End formalities and close the meeting

Vicky Clifton and Alex Croft noted that - “The AGM could be more creative and cultural in the future but acknowledged as the first AGM the coordinators kept within formal proceedings.”

All Members congratulate the co-chair on their achievements over the last few years.